

**Natural Resources Conservation Service
Chief's Civil Rights Assessment
Fiscal Year 2009**

Goal 1: Commitment of Agency Leadership/Strategic Plan Integration: Incorporate the Department of Agriculture (USDA) Civil Rights policy and other relative requirements through the Agency/staff office operations to ensure that customers and employees are treated in accordance with anti-discrimination laws and regulations.

Performance Objective 1: Leadership: Hold managers, supervisors, and other employees accountable for ensuring that USDA's customers and employees are treated in accordance with USDA Civil Rights policy and applicable legal requirements.

Goal Indicator 1(a): Inclusion in Strategic Plan: Documented commitment to USDA's CR goals and obligations in the Agency's Strategic Plan. Agencies must have incorporated the requirements of Departmental Regulation (DR) 4300-010, "Civil Rights Accountability Policy and Procedures," issued January 18, 2007. Additionally, agencies were required to notify all employees of the requirements of this policy, and managers and supervisors were responsible and accountable for maintaining a CR program that accomplishes the strategic CR goals. Agencies are required to submit portions of the Strategic Plan that reflect CR goals and to provide a succinct narrative rationale with evidence as to how the Agency determined its self-assessed point value.

State Response: *{Provide percent of all performance plans that confirm to this indicator. For example, if all state employees have a CR/EEO element (employees, managers and supervisors); you would indicate 100% as your state's response.}*

Goal 2: Program Delivery: Proactive Management and Legal Compliance: Ensured all customers equal opportunity to access programs, activities, and services delivered or funded by USDA.

Performance Objective 2 Program Delivery/Legal Compliance: Delivered Agency programs in compliance with CR laws, Departmental regulations, policy, and goals.

Goal Indicator 2(a): Collection and Analysis of Program Applicant/Participant Data: Reviewed and incorporated CR program analysis by collecting and analyzing data on applicants and participants by race, ethnicity, sex, national origin, disability, and age (RESNODA)* status. Agencies are required to provide evidence for each program that it collects and provides analyses of applicant and participant data by RESNODA.

*RESNODA is required by the Farm Security and Rural Investment Act of 2002.

"Transparency and Accountability for Socially Disadvantaged Farmers and Ranchers; Public Disclosure Requirements for County Committee Elections," Section 10708, Public Law 107-171 (7 U.S.C. 7901). In this law, Congress requires an annual report of the participation rate of socially disadvantaged farmers and ranchers - as a percentage of all

farmers and ranchers—for each USDA program established for farmers and ranchers according to race, ethnicity, gender, county, and State.

State Response: *{Indicate how the state collects RESNODA data. In addition, provide the following: 1) recommendations for program delivery improvement; 2) accomplishments in regards to program delivery; and 3) indicate the total number of programs administered and the number of programs where data is collected.}*

Goal Indicator 2(b): Increased Service Delivery Goals, Removed Barriers, and

Increased Program Delivery: Created or enhanced program service delivery by: (a) Taking affirmative steps to remove barriers to ensure EO to participation, (b) Increasing service delivery goals, and (c) Increasing diversity on program committees and boards. Agencies are required to provide evidence of how they met each of these requirements. Agencies must provide a succinct written rationale with evidence as to how the Agency determined its self-assessed point value.

State Response: *{Provide response of how state compiled with the following requirements.*

- (a) Took affirmative steps to remove barriers for groups with low participation;*
- (b) Established goals to increase service delivery; and*
- (c) Provided: (1) the number of boards/commissions that expired in FY 2008, (2) the number of boards/commissions that were re-established, and (3) demographic data for each expired and new board/commission to demonstrate the increase in diversity on the boards/commissions.}*

Goal Indicator 2(c): Compliance with Notification Requirements:

Complied with CR laws, regulations, and policies to ensure that all notification requirements were posted on appropriate documents and publications, including the Internet, and compliance with Section 508.

State Response: *{Demonstrate how the State compiled with all of the following requirements:*

- (a) Posted and published up-to-date nondiscrimination statements;*
- (b) Posted and published complaint filing information;*
- (c) Posted and published information for individuals with disabilities as to how to obtain information in an alternative format;*
- (d) Posted and published information for individuals with limited English as to how to obtain information in alternative languages;*
- (e) Policy, training, and information dissemination as to the provisions of auxiliary aids and services; and*
- (f) Compliance with Section 508 while meeting these obligations.}*

Goal 3: EEO Program: Proactive Management and Legal Compliance:

Provided a workplace free of unlawful discrimination and enhanced the diversity of the workforce.

Performance Objective: Model EEO Program:

Took affirmative steps to ensure that the agency addressed "EEO Plan Objectives to Eliminate Barriers" and provide CR training to employees.

Goal Indicator 3(a): Analysis of Workforce and Elimination of Barriers:

Used various tools including, but not limited to, EEO objectives of Management Directive (MD) -715; the recruitment initiative of the Federal Equal Opportunity Recruitment Plan Disabled Veterans Affirmative Action Plan, and the hiring, promotion, and retention requirements for persons with targeted disabilities in Part J of MD-715. Specifically, the agency:

State Response: *{Describe how the State achieved the following:*

- (1) Assessment of workforce to determine low participation of groups by RSNOD to improve recruitment, advancement, and retention of those identified with low participation rates (i.e., below civilian labor force (CLF) or Federal-high rate for persons with targeted disabilities);*
- (2) Conducted barrier analyses to determine policy, practices, or procedures that may limit or tend to impede employment opportunities for members of a particular RSNOD;*
- (3) Determination of objectives for targeted improvement to ensure equal employment for all groups;*
- (4) Comparison of workforce statistics by RSNOD in FY 2007 to FY 2008 to demonstrate measurable improvement in groups with low participation rates; and*
- (5) Promoted a workplace free of reprisal or harassment. }*

Goal 4: Procurement:

Ensured EEO businesses owned by minorities, women, small and disadvantaged businesses, service disabled veterans, American Indians/Alaska Natives, and persons with disabilities (AbilityOne, also known as the Javits-Wagner-O'Day Act or "JWOD") in all USDA contracting activities.

Performance Objective 4: Procurement Goals:

Took affirmative steps to increase procurement with businesses owned and operated by women, minorities, service-disabled veterans, small and disadvantaged businesses, American Indians/Alaska Natives, and persons with disabilities AbilityOne/JWOD non-profit service providers.

Goal Indicator 4(a): Accomplishment of Goals:

Developed and implemented effective strategies for improving participation by women, minorities, service-disabled veterans, small and disadvantaged businesses, American

Indians/Alaska Natives, persons with disabilities AbilityOne/JWOD service providers and for accomplishing all goals.

Agencies are required to provide procurement goal targets for each major category and the associated percentage achieved for each goal. Agencies must provide succinct

written rationale and evidence as to how the agency determined its self-assessed point value.

State Response:

{ Complete the following chart):

Categories		
Total Small Business Eligible Actions		
Total Small Business Eligible Dollars		
Small Business Actions		
Small Business Dollars		
Small Business Percentage		
Small Disadvantaged Business Actions		
Small Disadvantaged Business Dollars		
Small Disadvantaged Business Percentage		
8(a) Procedure Actions		
8(a) Procedure Dollars		
8(a) Procedure Percentage		
Veteran Owned Small Business Actions		
Veteran Owned Small Business Dollars		
Veteran Owned Small Business Percentage		
Service Disabled Veteran Owned Small Business Actions		
Service Disabled Veteran Owned Small Business Dollars		
Service Disabled Veteran Owned Small Business Percentage		
Women Owned Small Business Actions		
Women Owned Small Business Dollars		
Women Owned Small Business Percentage		
Certified HUBZone Small Business Actions		
Certified HUBZone Small Business Dollars		
Certified HUBZone Small Business Percentage		

In addition, provide procurement accomplishments in regards to services with Women-owned business, Small and disadvantaged business, Persons with disability, Industry for the Blind, and JWOD (AbilityOne). }